



# TOWN OF VERNON

P.O. Box 54  
Vernon, CT 06066  
[www.vernonfire.com](http://www.vernonfire.com)



## STAFF MEETING MINUTES

RECEIVED  
VERNON TOWN CLERK  
11 DEC - 7 AM 9:00

December 5, 2011

Chiefs: Call, Eppler, Landry  
HSO: Hammick  
Captains: Goric, Hahn, Johnston, Landry, Lavoie, Maguda, McKinney, Muniz, Sereby, Shepard  
Fire Marshal: Walker  
Ambulance: Gauthier  
Communications: Fisher  
Chief Engineer: Mylek  
Fire Police: Konarski  
Special Members: Carpenter, Galley, Hahn, Marth

The meeting was called to order at 7:05 p.m. by Chief William Call. Motion was made/seconded (Shepard/Maguda) to accept the November Meeting Minutes.

- Tyler Myllic, Scott Haddad, and Dave Eaton from Tolland County Mutual Aid were present to discuss the recent storms and response issues. A committee has been formed by Dave Eaton to look at the impacts on the overall services provided to the county. Recommendations will follow that will address the communications failures. A meeting will be held on 12/13 at the Tolland Training Center for further review. Input is encouraged so that a product can be put forth that will benefit all.
- Failure to be able to communicate through telephone or radio is a huge concern. 33.48 was being monitored at all times. It was suggested that a dedicated uncommon channel be assigned for sole emergency use during extreme incidences.
- Cadview software has been purchased from New World; however, an upgrade is needed to TN servers before it can be used. It is hoped this issue will be resolved. A timeline for automated TN population of incident report numbers is not available.
- Toning alternatives were discussed for apparatus that goes out of service. Phone calls of instruction from John should be given to TN informing to tone and alpha page the information. Run cards can be modified when trucks go out for more than a week. The cards will display toning the primary company in addition to the covering company. New World is not in a position to do this through the Cad system.
- Alpha pager failures must be reported with details. Specific information is needed when a pager isn't working.

***Training Report:***

- Training Committee Meeting Minutes from November 17th are attached.
- December Drill Schedule is attached.
- The 2012 Training Schedule for the Juniors is attached.
- CPR will be held in January.
- Superior Propane drill went very well.
- Preferred Propane officer level drill will be held in January.
- Target Safety validation of profiles needs to be done ASAP and assignments need to be completed.
- Eight new recruit members have been SCBA qualified. The names were provided to Capt. Goric.
- The next Training class will begin in January.

***Administration Report:***

- Lieut Elections will be held next Monday. The Fire Police will be held on 12/14.
- The Lieut. Eligibility List is attached. Accountability and documentation of those eligible is necessary to show that members are qualified for the position in order to protect the individual, organization and town. It was suggested that a recommendation from the Company Captain be provided to see if the individual performed the duties aligned with the position.
- Updated SOG for Officer Elections is attached and was reviewed.
- 2012 Duty Officer List is attached for the first couple of months. An update will follow.
- Blue Light Permit information is needed for all members by January 1<sup>st</sup>; otherwise they will not be registered at DMV. The submission deadline was a couple of months ago.

***Membership:***

- Dan Greenwood has requested a one year LOA.

***Health & Safety:***

- New Turnout Gear has been received. Members should wash old gear and provide notes with any repairs needed before turning in to Central Supply.
- New gear instructions were provided by the manufacturer that will help soften the material.
- Traffic vests have been distributed. Members getting new gear will also receive a vest.
- Station 241 locks have been changed.
- Stations 3 & 5 are not running with the FOB key system at this time. Captain Goric requested that old keys are obtained from members where stations have been transferred to the new system so that the old keys can be recycled to new members.
- Electronic version of Knox Box list will be provided by Ray Walker.
- Due to electrical problems with ET-541 there are Knox Box issues. The Knox box will be relocated to Engine 441. A Knox Box for ET-541 will be installed when the new truck is received.

***Fire Marshal Report:*** Attached.

- 14 Oak Street was discussed as a dangerous site for firefighters.

***EMD:***

- Grants are being worked on.
- Issues with EOC during storms and proposed changes will be discussed at an upcoming meeting.

***Communications:***

- Radio upgrades were discussed.
- Stations 1, 2, 3 & 6 have new radios/bases equipped with Alerting capability. The new radios must be left on channel 1. They are tied to the P.A. systems. The alerting can be done from the EOC and the Chiefs. The next phase will be completed for all portables for general message transmission. Other stations/locations are being planned for implementation. Money to complete for Lieutenants is not available yet.

***Chief Engineer:***

- ET-241 parts are on order for door.
- Mileage is needed on all truck checks.
- Inspection sheets for the staff car should only be checked for items needing attention; do not check all items.
- T-541 has an electrical issue.

- Hard suction line is broken for ET-141. John Mylek believes Public Works is ordering the part.
- Ladder needs to be ordered for E-441.
- Comprehensive specs have been drawn for ET-141, R-141 and ET-541. A meeting to discuss nuances needs to be done. The package will be available for review tonight for our mark up. Several discussed issues with the PDF specs and the inability to read the information to do its' size. Meeting will be held on 12/16.

***Technology:***

- New PC's are in.

***Uniforms:***

- Captain Johnston emailed uniform specs. A letter has been written to the Town requesting the quotes be waived.

***Old Business:***

- Three Payrolls were missing and turned in during the meeting.
- If W-4 forms for Federal & State are not completed for the people on payroll lists, they will not get paid. This must be completed for all members.
- Excellent job done on the Winterfest parade. Lights should be kept for next year's use.
- Letter of thanks was received for department gear that we donated to several rural New York fire departments.

***New Business:***

- Electric chain saw was purchased with cash for Station 141 trees. Captain Goric will handle the invoice that was received.
- Effective immediately new guidelines are available for wire down calls. If there is no arching/sparking, only the police department will be dispatched and they will contact the fire department, if needed. In the event of arching/sparking wires, both the police and fire departments will be dispatched to ensure safety; CL&P will be notified. In the event of prolonged waiting for relief from CL&P, the Fire Police will be asked to remain on scene and will be paid for their time.
- Jake Micelli has successfully completed the Firefighter Recruit Class #48 and will be graduating on 12/22 @ 1:30 at the CT Police Academy. Members of the executive board discussed attending.
- Members need to respond to Carbon Monoxide calls even if there are no symptoms. Members must respond to ensure that the families are safe in their homes.
- Fit Testing Schedule for 2012 was distributed. During the designated month several members from the company should be sent down for testing.

- Diane discussed Toys for Tikes apparatus needs with the Captains for delivery night. The S-141 will be assigned to the Fire Police Company for deliveries.
  - The Ambulance has been contacted to fill an ambulance with toys from a local dance studio. Jean Gauthier will coordinate.
  - St. Joseph's School is requesting a toy pick up on December 16<sup>th</sup>. Captain Hahn will coordinate.
  - Joanne Gagnon on 4 Fox Hill Drive is asking us to visit her home day care with a truck on 12/16 at 3:30. Captain Johnston will coordinate.

***Upcoming Events:***

- ET-341 will be covering Manchester on the 12-18.
- Broad Brook parade will be on 12/17 @ 5:30. R-441 will attend.

***Good & Well Being:***

- On December 20<sup>th</sup>, 6:30 @ Station 641 a local citizen will be visiting to thank members who assisted with his cardiac arrest @ Stop & Shop.

Motion to adjourn was made/seconded (Goric/Maguda) @ 9:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diane Carpenter".

Diane Carpenter, Secretary



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## ***Training Division Training Meeting Minutes ~ November 17, 2011***

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### **Open Meeting**

Meeting started @ 19:08 with the following members in attendance:

|        |                   |             |                   |
|--------|-------------------|-------------|-------------------|
| Exec.  | A/C Eppler        | ET-441      | FF Thomas         |
| ET-141 | No Representation | R-441       | Lt. Coppinger     |
| R-141  | FF Karliner       | ET-541      | No representation |
| T-141  | No Representation | T-541       | Lt. Dube          |
| ET-241 | No Representation | Fire Police | Lt. Fluckiger     |
| ET-341 | No Representation | Ambulance   | Tech. Males       |
| E-441  | No Representation | Special     |                   |

Reading of the minutes from the October 20, 2011 meeting was waived.

### **Review of the October Department Drills**

- Night Drills: (All Companies)

10/17/11: Fire Prevention: drill was informative, besides the public education information, it was a good chance for members to ask questions and receive information on current building activities and other things happening with the Fire marshal's office.

10/24/11: Teambuilding: Excellent job by the Junior division, all members participated and enjoyed the drill.

- Day Drills:

No day drill to report on, the Training Committee is still looking for an additional Day Drill Coordinator to assist with planning regularly scheduled day drills.

- Junior Drill

11/7/11 T-541, Ladders, was cancelled due to storm related activities.

### **December Department Drills**

- Night Drills

12/19/11 Toys for Tykes Delivery, all companies, 18:30 at station 441.

12/26/11 No department training activities scheduled.

## **November Department Drills (cont.)**

- Day Drills  
Nothing scheduled.
- Junior Drill  
Ladders with T-541

## **Feedback From Staff Meeting / Executive Board / Standing Committees**

- Staff Meeting Highlights – (Staff meeting notes were distributed via email)
- Recruitment Committee / New Recruit Training – Class is in session.

## **Training Committee Issues**

### **Old Business**

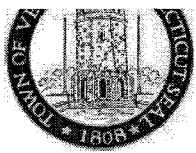
- Reminder of Propane drill scheduled for this month, all companies are to be on time to the drill. Mutual Aid Departments will be coming as well.
- Chain saw training, Lt. Schambach is still working with outside vendors (through Public Works) to see what might be available for training on chain saws.
- Live Burn in Glastonbury went well, nice facility. We will bring the de-con trailer to Glastonbury for a drill on Sunday, November 27.
- Junior schedule for 2012 was completed by the companies that were in attendance and the remaining dates were assigned.
- Still looking for a day drill coordinator.
- Other Old Business – None

### **New Business**

- CPR training will be scheduled for January. CPR refresher for Stations 141, 241 and 341, First Aid and AED refresher will be for Station 441 and 541.
- Suggestions for future drills include electrical safety.
- Companies are offering to help with the practical sessions of the new Recruit Training program. Discussion will be held with the instructors. It was also suggested that the New Recruits get their classes on a different night so that they can go to department drills, however the logistics of doing that may not work well.
- Other New Business – None.

## **Close Meeting**

The meeting was adjourned at 20:07. *The next scheduled Training Committee meeting is Thursday, January 19, 2012, 19:00 at the Public Safety Building.* All companies need to be represented and all interested members are welcome. A/C Eppler and the training Committee wish all members of the department a Happy, Healthy and Safe Holiday Season.



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## Training Division DEPARTMENT DRILLS FOR DECEMBER 2011

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CAPTAIN'S, PLEASE POST THIS NOTICE

### December Department Drills:

#### **Monday, December 19<sup>th</sup>:**

- Toys for Tykes Delivery

All Companies 18:30 at Station 441.

#### **Monday, December 26<sup>th</sup>:**

- No Department Training Activities Scheduled





## Training Division

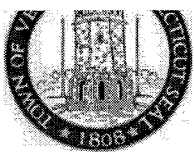
**TO:** All Company Captains  
**FROM:** TVFD Training Committee  
**DATE:** December 5, 2011  
**RE:** 2012 Junior Company Training  
**CC:** Executive Board, Junior Program Advisors

Captain's,

As in the past, support from all companies is requested for helping with training the Junior Members of the Town of Vernon Fire Department. 2012 will mark the seventh year of this process which has been very successful in not only training the Junior Division members, but more importantly, allowing them to meet and work with the other companies in the department. Again, all training is to be either held at or started/finished at Station 141 (this is where the Juniors meet, are dropped off and picked up and therefore is the easiest way to manage this).

| <u>DATE</u>                            | <u>COMPANY</u> | <u>TOPIC</u>                       |
|--|----------------|------------------------------------|
| January 2 <sup>nd</sup>                | T-541          | Truck Company Operations           |
| February 6 <sup>th</sup>               | ET-441         | SCBA                               |
| March 5 <sup>th</sup>                  | ET-541         | Search and Rescue                  |
| April 2 <sup>nd</sup>                  | R-441          | Ropes and Knots                    |
| May 7 <sup>th</sup>                    | E-441          | "Mayday" and RIT                   |
| June 4 <sup>th</sup>                   | ET-341         | Portable Extinguishers             |
| July 2 <sup>nd</sup>                   | ET-141         | Sprinklers                         |
| August 6 <sup>th</sup>                 | ET-241         | Engine Company Operations          |
| September 4 <sup>th</sup><br>(Tuesday) | Junior Co.     | (plan Junior led department drill) |
| October 1 <sup>st</sup>                | R-141          | Vehicle Extrication                |
| November 5 <sup>th</sup>               | A-541/641      | Ambulance Operations               |
| December 3 <sup>rd</sup>               | T-141          | Forcible Entry                     |

Thank you for your help and support with this, if you have any questions regarding this program, please contact Lt. Jon Andresen (Junior Advisor) or Assistant Chief Eppler.



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## *Lieutenant Eligibility List Year 2012/2013*

Dec 5, 2011

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To: Town of Vernon Fire Department Membership

From: Assistant Chief Landry

Re: 2012/2013 Lieutenant Eligibility List

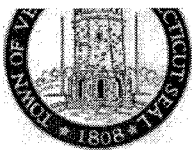
The Executive Board has reviewed resumes submitted for the position of Lieutenant. After written and oral exams, we are pleased to announce the following members have made the 2012/2013 Lieutenant Eligibility List.

Jon Andresen (18 yos – present Lt ET 141)  
Alan Arel (3+ yos - present Eng T141)  
Vince Avarista (9 yos - present Eng ET 241)  
Robert Babcock (10 yos – present Lt ET 541)  
Kyle Botteron (7 yos - present FF R141) \*\*  
Jonathon Bush (11 yos - present - Eng ET141)  
Todd Cascario (11 yos – present Lt ET 241)  
Jim Christensen (4 yos - present Eng R441)  
Austin Coppenger (5 yos – present Lt R 441)  
Carlos Crespo (20 yos – present Lt ET 341)  
Dave Dube (25 yos – present Lt T 541)  
Timothy Fluckiger (3 yos - present Lt FP)  
Edgar Jackson (36 yos – present Eng ET 141)

Jay Karliner (3 yos - present Eng R141) ##  
Jon-Paul Lucas (9 yos – present Lt ET 241)  
Octavio Muniz (16 yos – present Lt E 441)  
Chris Pearson (5 yos – present Lt R 141)  
Zane Pearson (3+ yos - present Eng R441)  
Clarence Redshaw (18 yos – present Lt ET 441)  
Daniel Robertson (5 yos – present Eng E 441)  
Jeff Schambach (27 yos – present Eng ET 141)  
Bill Solito (16 yos – present Lt ET 441)  
Ray Tautic (3 yos - present Eng ET341) ##  
Robert Turkington (22 yos – present Eng ET 541)  
Dave Williams Jr. (16 yos – present Lt T 541)

\*\* Note – If this member is elected or appointed Lieutenant, this member SHALL become qualified to drive within 180 days from the promotional date or this member will be removed from the Lieutenant position.

## According to SOG's – this member is only eligible for 2<sup>nd</sup> Lt due to 3 years of service.



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SOG # 012 vr2

## *Administrative Officer Elections*

Date Accepted: Dec 5, 2011

Approved by: Chief Call

### **PURPOSE:**

To define the appropriate procedure for company officer elections.

### **POLICY:**

Election of company officers (Captains and Lieutenants) will take place in December of each year. The Captains being elected in even years and the Lieutenants in odd years. The terms shall be for 2 years.

Members are elected off an eligibility list. To become eligible for the list, members must meet the qualifications set for the position and have already completed a recent written exam and oral interview.

Each company is responsible for choosing a date and time in which their company election will take place.

### **PROCEDURE:**

The procedure for election is:

1. A complete list of company members shall be presented by the company captain at the time of elections. This list will specify who is eligible to vote at that time. (Junior FF, probationary and members on leave/suspension are not eligible to vote.)
2. 2/3 of eligible company members must be present or represented by an absentee ballot. No phone in votes and no email votes will be accepted.

3. Absentee ballots shall be presented to the Company Captain prior to the election.

These ballots shall be double sealed as follows:

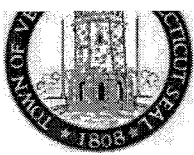
The outer envelope addressed to the Executive Board with the voting members name on the front. The back shall be signed by that member over the seal of the envelope.

The inner envelope also be sealed, titled with the position which they are voting for (ie. Captain, 1st Lieutenant, or 2nd Lieutenant).

4. Failure to have a quorum will require the election to be postponed until one is present.

# ***Officer Elections***

5. Elections **WILL BE** by secret ballot.
6. Officer positions will be determined by a simple majority (51%) of all those members of the company who casted a voted.
7. **ANY FIREFIGHTER** member on the certified list is a candidate for the position in **ANY FIRE** company.
8. Courtesy will be extended to any member who is voted into a position for a company that they **ARE NOT** assigned to. The elected member has the right to decline.
9. No member can be elected to more than one position in the department.
10. Ballots casted in the election will be turned over and removed by the Executive Board.
11. Any disputes or questions concerning company elections will immediately be referred to a member of the Executive Board. The decision of the Executive Board will be final.
12. A member of the Executive Board is to be present at all elections. Only the Chief may waive this rule.



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## 2012 Officer Duty Schedule

Dec 5, 2011 Vr-1

| Week of |          |                     |              |
|---------|----------|---------------------|--------------|
| Jan 2   | Car 941  | Capt Dave Goric     | 860-871-6598 |
| Jan 9   | Car 1241 | Capt Steve Landry   | 860-930-1723 |
| Jan 16  | Car 1341 | Capt Tom McKinney   | 860-646-0774 |
| Jan 23  | Car 1041 | Capt Jason Hahn     | 860-871-5418 |
| Jan 30  | Car 1141 | Capt Mike Sereby    | 860-810-4177 |
| Feb 6   | Car 441  | Capt Brian Johnston | 860-281-6018 |
| Feb 13  | Car 541  | Capt Steve Lavoie   | 860-871-2717 |
| Feb 20  | Car 641  | Capt Luis Muniz     | 860-977-8670 |
| Feb 27  | Car 841  | Capt Dave Maguda    | 860-870-7305 |
| Mar 5   | Car 741  | Capt Scott Shepard  | 860-870-9040 |
| Mar 12  |          |                     |              |
| Mar 19  |          |                     |              |
| Mar 26  |          |                     |              |
| Apr 2   |          |                     |              |
| Apr 9   |          |                     |              |
| Apr 16  |          |                     |              |
| Apr 23  |          |                     |              |
| Apr 30  |          |                     |              |
| May 7   |          |                     |              |
| May 14  |          |                     |              |
| May 21  |          |                     |              |
| May 28  |          |                     |              |
| Jun 4   |          |                     |              |
| Jun 11  |          |                     |              |
| Jun 18  |          |                     |              |
| Jun 25  |          |                     |              |

| Week of |  |  |  |
|---------|--|--|--|
| Jul 2   |  |  |  |
| Jul 9   |  |  |  |
| Jul 16  |  |  |  |
| Jul 23  |  |  |  |
| Jul 30  |  |  |  |
| Aug 6   |  |  |  |
| Aug 13  |  |  |  |
| Aug 20  |  |  |  |
| Aug 27  |  |  |  |
| Sep 3   |  |  |  |
| Sep 10  |  |  |  |
| Sep 17  |  |  |  |
| Sep 24  |  |  |  |
| Oct 1   |  |  |  |
| Oct 8   |  |  |  |
| Oct 15  |  |  |  |
| Oct 22  |  |  |  |
| Oct 29  |  |  |  |
| Nov 5   |  |  |  |
| Nov 12  |  |  |  |
| Nov 19  |  |  |  |
| Nov 26  |  |  |  |
| Dec 3   |  |  |  |
| Dec 10  |  |  |  |
| Dec 17  |  |  |  |
| Dec 24  |  |  |  |

Duty starts at 18:00-0600 each day of the week (Monday-Sunday)

**2012 Fit Testing Schedule**  
**Town of Vernon Fire Department**

|                  |                     |
|------------------|---------------------|
| <b>January</b>   | <b><u>ET141</u></b> |
| <b>February</b>  | <b><u>R141</u></b>  |
| <b>March</b>     | <b><u>T141</u></b>  |
| <b>April</b>     | <b><u>ET241</u></b> |
| <b>May</b>       | <b><u>ET341</u></b> |
| <b>June</b>      | <b><u>ET441</u></b> |
| <b>July</b>      | <b><u>E441</u></b>  |
| <b>August</b>    | <b><u>Open</u></b>  |
| <b>September</b> | <b><u>R441</u></b>  |
| <b>October</b>   | <b><u>T541</u></b>  |
| <b>November</b>  | <b><u>ET541</u></b> |
| <b>December</b>  | <b><u>Open</u></b>  |

All Company's are to report to the SCBA shop on the Month that has been assigned to them.

Richard Parrot (Chico) will be conducting Fit Testing for the Department.

Companies are to send only a couple members at a time, their is no need to send all of your members at the same time as the Fit Testing process will take time.

Each Company has been assigned a month, Please use the complete month to ensure that all of your members are Fit Tested. Company Officers are asked to contact Chico to schedule the Fit Testing for their company.

Thanks in advance for your cooperation.

Questions call

Capt. Scott Shepard 860-810-5062

Richard Parrot 860-819-0712

Capt. Steve Lavoie 860-250-3708



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*From the office of the Fire Marshal*

## Fire Marshal's Monthly Report December 5<sup>th</sup>, 2011

### Ongoing FMO Projects:

Regular inspections based upon a periodic schedule, in response to complaints, and inspections of new work continue.

The waiver period re the collection of fees for burn permits has expired. During the waiver period more than 36 permits were issued. This is well above the seasonal average for this time period.

The hydrant marker program remains approved and in place and PWs has been tasked with the installation this Fall.

Several new buildings and existing projects of substantial renovation will be moving towards completion; a detailed list will be provided as they near completion. Anyone interested in visiting any of the jobs is asked to call the FMO. These include apartments, retail shops, and offices.

Seasonal inspections of the larger retail stores is ongoing.

The consolidation of town land use offices continues at 55 West Main St. This will not impact FMO/FD operations.

### Upcoming FMO Projects:

The inspection of vacant buildings and updating of the target hazards list is scheduled to be done during December.



*State of Connecticut  
Department of Emergency Services and Public Protection  
Commission on Fire Prevention and Control  
Connecticut Fire Academy*

*Cordially Invites you to attend  
the Graduation of  
Recruit Firefighter Class #48*



*Thursday, December 22, 2011*

*1:30 P.M.*

*Connecticut Police Academy*

*285 Preston Avenue*

*Meriden, CT 06450*

**I-91 Southbound**

Take exit 19, turn left onto Baldwin Avenue, continue onto Preston Avenue, go approximately 0.8 miles. Destination will be on the left.

**I-91 Northbound**

Take exit 18 to merge onto CT-66 toward Middlefield/Middletown take exit 12 for Preston Ave turn left onto Preston Ave, go approximately 0.4 miles. Destination will be on the right.



**FAMILY FUN WITH PARKS AND REC  
AND THE BROAD BROOK FIRE  
DEPARTMENT FOR THE TORCHLIGHT  
PARADE AND CAROL SING**

**SATURDAY, DECEMBER 17TH**

**Torchlight Parade will begin at 5:30pm.  
Then join us for kid's activities, hay rides and  
carol sing at the Broad Brook Fire House.  
There will also be a visit from**



**The Torchlight Parade will go down Main Street and  
all activities will be at the Broad Brook Fire House.  
Enjoy the Sights and Sounds of the Holidays  
with the annual Carol Sing!**

**Come and enjoy hay rides, face painting &  
Arts & Crafts for kids! Refreshments will be served  
Donations of non-perishable food items great fully ac-  
cepted. Raffle tickets will be sold during the event.**

**For more info. Call Parks and Rec at 860-627-6662 or  
the Broad Brook Fire Dept. at 860-623-5940.  
Visit our website at [www.eastwindsorct.com](http://www.eastwindsorct.com)**

*Line up EW middle school*